Project Management Methodology Group
Meeting Minutes

Meeting Summary

DAY: 12/18/2006
TIME: 9:00 am – 10:00 am
LOCATION: 3900 Wake Forest Road – 39A

Meeting Called By:	Alisa Cutler	
Meeting Purpose:	Discuss proposed documents	
Attendees: ✓attended in person ☎ attended by phone	✓EPMO - Alisa Cutler ✓ ITS - Glen Poplawski ✓ DPI - Annette Murphy SOS - Jim McManus ✓ ITS - Tim Walters	DOR - Barbara Bostian DOR - Janet Flanders ✓DHHS - Charles Fraley DOT -Vicky Kumar ✓ITS - Jim Tulenko
Meeting Documents:	NA	
Attachments:	NA	

Key Points Discussed

1	Monthly status report ♦ The PPM tool is locked while the project is in a gate review. This is an issue if the monthly status report is due and the pm cannot submit the report. A manual status report is being created to resolve the issue. ♦ Two different templates for the monthly status report were reviewed. ♦ The template needs to be published asap for project managers to use. ♦ DPI will pilot the manual status report. ♦ Still need to establish a process of how the PPM tool will be updated once the gate approval process has been completed ♦ PM's have data entry issues with hours and cost when they create the monthly status report in the PPM tool.
2	PPM tool - Resource tracking tab update ♦ Jim Tulenko did a presentation on the new Resource Tracking tab in the PPM tool. ♦ The EPMO has received the new Resource Tracking tab and has installed it in the test environment. ♦ The next UMT release is scheduled for January 07. ♦ Jim would like to tentatively schedule training at ITS for all PM's in February. ♦ Jim would like to convert all data in the PPM tool by the first of March. All projects will have to be converted. We cannot start with only new projects. ♦ The new release will also contain updated on the architecture questionnaire.
3	PPM tool – Resource tab functionality ♦ The Resource Tracking allows a Pm to add resource hours to the project. ♦ The Resource tab is easier to enter data than the budget cost tab. ♦ The Resource Forecasting works like the Cost Forecasting. ♦ In the new PPM tool release, the PPM tool will automatically calculate the hours and cost needed for the Status tab and populate the fields. This will prevent data entry errors. ♦ For iterative projects in multiple project phases, the PPM tool will continue to work as it always has. There are not any changes in the next release of the PPM tool that will impact this. ♦ We can modify the Resource Tracking tab to provide the ability to track internal and external resources. ♦ The manual worksheet (the one methodology group was putting together) does break down internal and external hours and cost.

	♦ It was suggested that if time permits, Jim demo the Resource Tracking tab at the PMAG. ♦ We would like to get a better understanding of what direction Microsoft is going with the Project & Portfolio Management in relation to the industry and the PPM tool. So far they have indicated Project Server. However, the next release (after the release scheduled for January 07) of the PPM tool will be in about two years.
4	Resource & Cost Worksheet ♦ We will continue to work on the resource and cost worksheet and tie it into the new Resource tracking tab. This worksheet will provide us a mechanism to capture data until we have an automated solution that meets our requirements.
5	Meeting schedule ♦ No meeting on 12/25/06. ♦ No meeting on 1/1/07. ♦ No meeting on 1/15/07.

Issues

1	Need participation from the agencies.

Action Items

1	Team – Continue to work on training materials on the resource & Cost Worksheet..